



## Van Wert Area Performing Arts Foundation Assistant Technical Director Job Description

Job Title: Assistant Technical Director

Reports To: Technical Director

Classification: Exempt; Full-time

Base Salary Range: Starting at \$37,000 - \$42,000 based on experience

### JOB SUMMARY

The Assistant Technical Director (ATD) supports the Technical Director in managing all technical aspects of productions, events, and rentals at the Niswonger Performing Arts Center (NPAC) and affiliated venues. This includes professional performances, school functions, and community events. The ATD ensures seamless execution of all technical needs while maintaining a safe and well-equipped performance space. Responsibilities include advancing shows, supervising crews, operating and maintaining technical systems, and supporting educational and community programming.

### POSITION PRIMARY DUTIES

#### Production & Event Support:

- Assist in advancing technical needs for all touring productions, concerts, school functions, and rentals.
- Serve as technical liaison for rental clients to meet production needs.
- Oversee load-ins, rehearsals, performances, and load-outs to ensure efficiency and safety.
- Operate or supervise the use of lighting, sound, video, and rigging systems during events.
- Act as the primary technical liaison for school productions, assemblies, and student showcases.
- Assist local schools and community organizations in adapting their productions to the venue's capabilities.

#### Personnel Supervision & Scheduling:

- Assist in scheduling and supervising stagehands, technicians, and volunteers.
- Provide leadership and training for technical staff, interns, and students participating in productions.
- Step in as the lead technical contact when the Technical Director is unavailable.

#### Administrative & Budgeting:

- Assist in budgeting for technical equipment, repairs, and labor needs; and track expenses related to productions, school functions, and community events.

#### Stage & Equipment Management:

- Manage maintenance and repair of theatrical equipment, ensure clean and organized stage and storage areas, and oversee inventory of technical gear, props, and set pieces.
- Ensure compliance with industry safety standards and local regulations.

#### Physical Requirements:

- Ability to lift, push or pull objects up to 100 pounds using appropriate tools.
- Physically fit to climb ladders, kneel, crouch, reach, work in confined spaces, at heights, in loud environments, near flashing lights, and outdoors in varying conditions.
- Stamina to work long and irregular hours as required by performance schedules.

#### Personal Qualifications:

- Bachelor's degree in technical theater, stage production, or a related field preferred, or equivalent professional experience.
- Minimum 2 years of experience *with stage lighting, sound engineering, rigging, and stage management*.
- Experience working with school groups and community-based productions is a plus.
- Entertainment Technician Certification Program (ETCP), OSHA 10/30, and other pertinent certifications are preferred.
- Strong organizational and interpersonal skills with the ability to train and mentor students, teachers, and community members.
- Ability to troubleshoot and resolve technical issues under pressure.
- Ability to approach work with a spirit of collaboration and cooperation.
- Ability to manage and prevent stress in fast-paced environments.

#### Benefits:

- Health, dental, and vision insurance
- Health Savings Account
- Flexible Work Schedule
- Paid time off
- Professional development opportunities

#### Schedule:

- Day shift
- Monday to Friday
- Evenings, weekends, and holidays as required by event schedules

Van Wert Live is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.